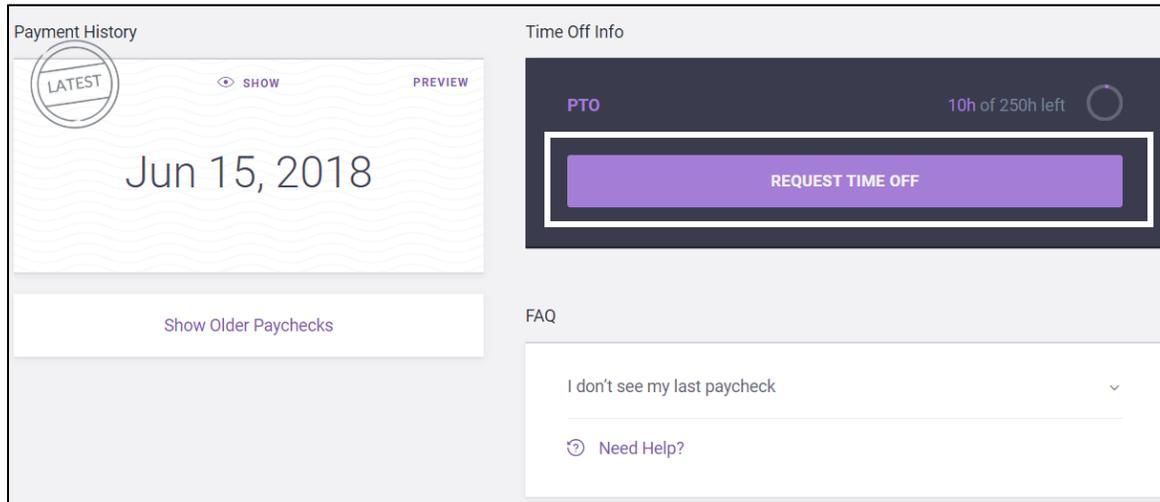




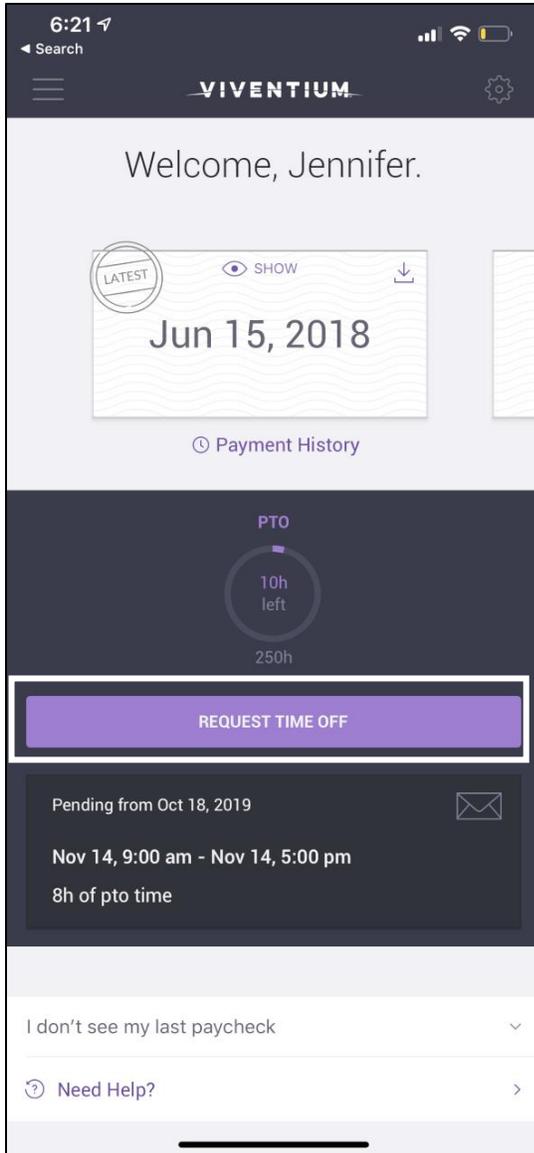
Requesting Time Off

Step 1. Login to Employee Self Service (ESS)

Step 2. Click **REQUEST TIME OFF** located right below the Time Off balances.



Mobile View



Step 3. Make applicable selections in the **Time Off Request** page:

- Select what type of time off you're requesting (Sick, Vacation, PTO, etc.) – these options vary by company
- Choose a **Start Date**
- Choose an **End Date** (only visible when the Start Date is selected)
- Choose the **Start Time** and **End Time**. The default is 9_AM to 5_PM (8 hours)
- Click **NEXT**

Time Off Request

Pick a type

PTO 10h of 250h left

Pick your dates

Start Today Nov 3, 2019

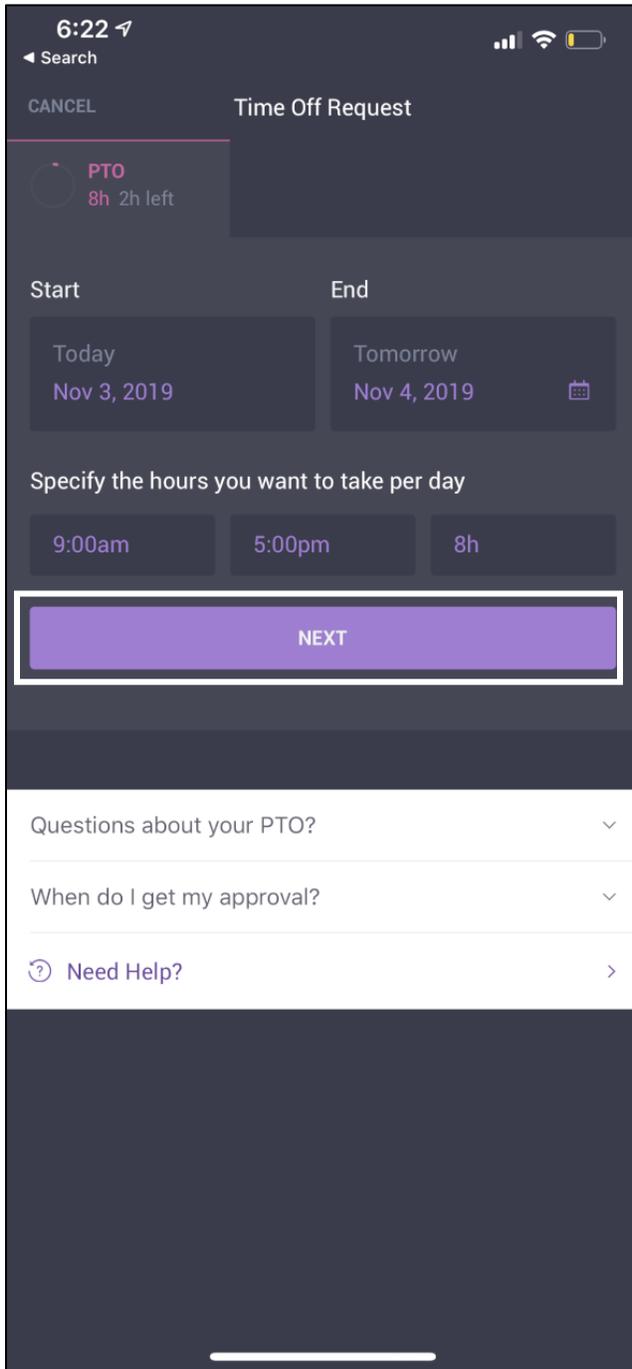
End Tomorrow Nov 4, 2019

Please specify how many hours you want to take per day.

Start Time	End Time	Hours
09 00 AM	05 00 PM	08 00

NEXT

Mobile View



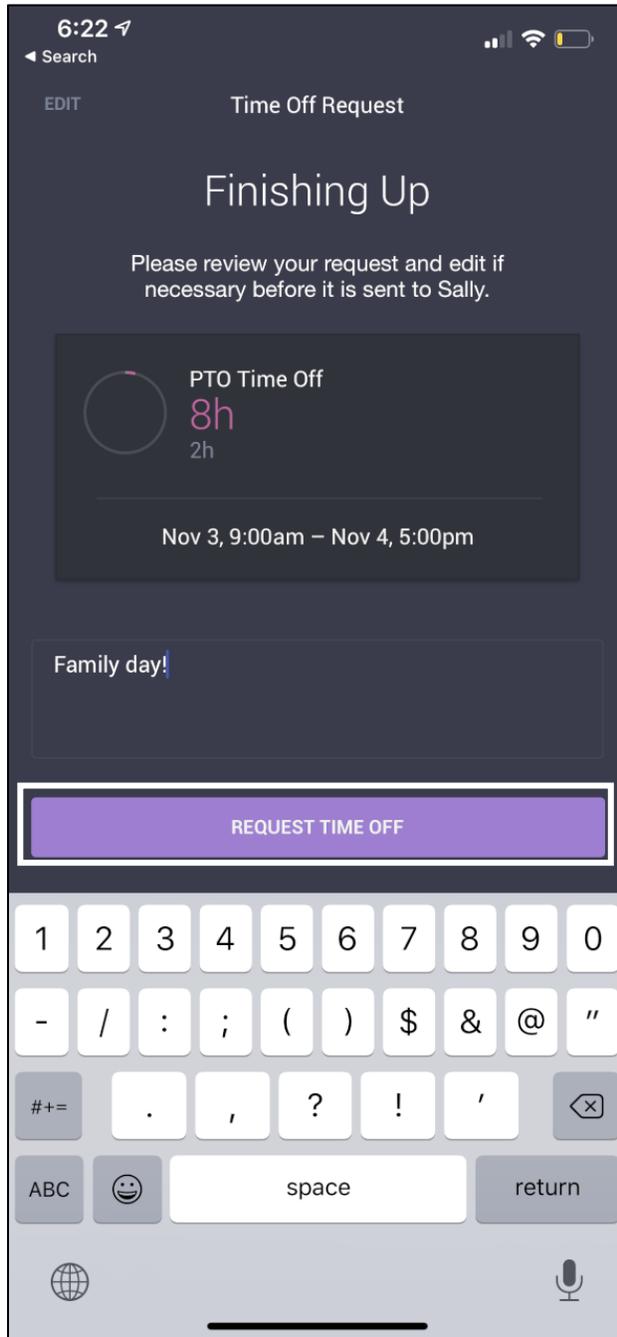


Step 4. In Time Off Request Summary Page:

- Confirm the hours and dates you're requesting are correct
- Optional (recommended): Type a message to your Manager in the message box.
- Click **REQUEST TIME OFF**

A screenshot of the 'Finishing Up' page in the VIVENTIUM app. The page has a dark blue background. At the top, it says 'Finishing Up' in white, followed by the instruction 'Please check your request and edit if necessary before it is sent to your manager'. Below this is a summary card for a PTO request. The card shows a circular progress indicator, 'PTO 8h', and '2h left'. It also lists the start and end dates and times: 'Start Sunday, November 3, 2019 9:00 AM' and 'End Monday, November 4, 2019 5:00 PM'. At the bottom of the card is a text input field containing 'Family day!'. To the right of the input field are two buttons: 'EDIT' and 'REQUEST TIME OFF'. The 'REQUEST TIME OFF' button is highlighted with a white border.

Mobile View



Your Manager receives a notification with the dates you're requesting and the message you typed. Your Manager is required to approve or decline your PTO request. You will receive an email notification once complete!

Download the Viventium app on the Apple App Store or Google Play!